



CITY OF TUKWILA

6200 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 433-1831 Job Line: (206) 433-1828

Visit <http://www.tukwilawa.gov> for additional employment information

POSITION OPENING

POSITION	TEMPORARY SEASONAL STREET MAINTENANCE WORKER STREET DIVISION PUBLIC WORKS DEPARTMENT
JOB NO.	13-10
SALARY	\$13.00 - \$17.00 Per Hour/DOQ (Position not to exceed 1040 hours in a 12-month period)
OPENING DATE	Monday, March 25, 2013
CLOSING DATE	An original City of Tukwila employment application and driving record verification form must be received in the Human Resources Office no later than 5:00 p.m. This position is open until filled. Postmarks application materials are <u>not</u> accepted.
GENERAL PURPOSE	A temporary position assigned to the Street Division.
ESSENTIAL DUTIES	Cleaning and sweeping roadways, sidewalks, and surrounding areas to remove rubbish, debris, vegetation and strata, painting fire hydrants, work in and around sewer pump station, and assist in surface water repairs and related work. Other duties vary based on specific responsibilities for each position.
MINIMUM QUALIFICATIONS	(A) Must possess a valid Washington State Driver's License, or the ability to obtain one prior to employment; (B) Must be 18 years old ; (C) Must be able to work with limited supervision.
KNOWLEDGE SKILLS & ABILITIES	Physical ability sufficient to perform the essential functions of the position for extended periods of time under varying weather conditions.
SELECTION GUIDELINES	<p>These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.</p> <p>The job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.</p>

The City of Tukwila is a smoke-free working environment.

The City of Tukwila is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, marital status, political affiliation, disability, genetic information, veteran's status or any other basis protected by discrimination laws.



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Tukwila, WA 98188-2544

EMPLOYMENT APPLICATION

Department of Human Resources
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POSITION APPLYING FOR

GENERAL INFORMATION

Name
(last, first, initial)

Street Address

City/State/Zip

CONTACT INFORMATION

Preferred ☐
method ☐
of contact

Phone:

Alternate Phone:

Email:

Work Phone:

May we contact you there?
☐ Yes ☐ No

WORKING FOR THE CITY

If hired, date available to start work:

Are you authorized ☐ Yes
to work in the U.S.? ☐ No

Prior to starting work, documentation showing identity
and authorization to work in the U.S. must be provided.

Are you a current or former ☐ Yes
City of Tukwila employee? ☐ No

If "Yes", which position/department?

Duration of employment:
from (date): to (date):

Any relative(s) ☐ Yes
employed by City? ☐ No

If "Yes" Name:

Department:

Relationship:

LICENSE INFORMATION

Do you currently have or can you obtain a valid Washington State Driver's License? ☐ Yes
☐ No

EDUCATION/ TRAINING

Name & address of
high school attended

Did you ☐ Yes
graduate? ☐ No

If "No", do you have GED ☐ Yes
certification equivalent? ☐ No

College or University	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

TRAINING – List any vocational, on-the-job, military, etc., training
that would be useful in the position for which you are applying.

Dates Attended
From (month/year) To (month/year) Hrs/Credits
completed

SPECIAL ABILITIES

Type of Experience

Amount/Level of Expertise

Technical
skills,
professional
licenses, etc.

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EMPLOYMENT HISTORY	Beginning with your present or most recent employment, list your employment history. Include military service, self-employment, volunteer experience and periods of unemployment. <i>This section MUST be completed even if a resumé is submitted.</i>	PLEASE NOTE: <i>Submitting a resumé is strongly encouraged.</i>
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Employer's Name		Position	
Address		Primary duties	
Supervisor	Phone		
Employed: <i>From</i> _____ <i>To</i> _____			
Number of employees supervised by you	Hours worked per week	Starting \$ _____ per	Last \$ _____ per
May we contact this employer?	Reason for leaving		

Employer's Name		Position	
Address		Primary duties	
Supervisor	Phone		
Employed: <i>From</i> _____ <i>To</i> _____			
Number of employees supervised by you	Hours worked per week	Starting \$ _____ per	Last \$ _____ per
May we contact this employer?	Reason for leaving		

Employer's Name		Position	
Address		Primary duties	
Supervisor	Phone		
Employed: <i>From</i> _____ <i>To</i> _____			
Number of employees supervised by you	Hours worked per week	Starting \$ _____ per	Last \$ _____ per
May we contact this employer?	Reason for leaving		

– Attach another Employment History page if more space is needed –

PROFESSIONAL REFERENCES	<i>Name</i>	<i>Place of Employment / Title</i>	<i>Phone</i>
<i>(exclude immediate supervisors)</i>			

It is understood and agreed that the foregoing is true to the best of my knowledge, and that any falsification of this application will be grounds for elimination from further consideration or – if employed by the City of Tukwila – for dismissal. I hereby authorize the City or an independent investigating agency to conduct a thorough investigation of my personal and professional background, including credit, criminal and driving records.

Applicant's signature

Today's date



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SUBMIT THIS PAGE WITH APPLICATION

ADDITIONAL INFORMATION

RECRUITMENT INFORMATION	Position you are applying for:	
	How did you first learn about this position?	
	ONLINE: <input type="checkbox"/> www.TukwilaWA.gov <input type="checkbox"/> www.NWJobs.com <input type="checkbox"/> www.AWCNet.org	PRINT: <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Printed Job Announcement Specifically:
	IN PERSON: <input type="checkbox"/> Human Resources walk-in <input type="checkbox"/> At a City facility	HEARD: <input type="checkbox"/> City employee Name of employee: <input type="checkbox"/> Friend or relative
OTHER:		

EQUAL EMPLOYMENT OPPORTUNITY	The City of Tukwila is committed to non-discrimination in its employment practices. We would appreciate your help in providing the following statistical information. Your responses are strictly voluntary. This information will be used for EEO record-keeping purposes only, will be kept confidential and will be separated from your application.	
	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
ETHNIC CATEGORY: <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Two or more races <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Other:		

CRIMINAL CONVICTION	The City of Tukwila is mindful of its obligation to employ qualified persons and of its entitlement under law to consider an applicant's convictions record as it relates to job performance. <i>A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.</i> The City will perform criminal background checks on all applicants. The following question MUST be answered by all applicants in order for this application to be considered complete.	
	Have you been: convicted of a felony or released from prison within the last ten (10) years, or convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please provide details regarding the crime and the sentence or fine imposed.



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REFERENCE CHECK PERMISSION/ AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will be checked for finalists only

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information provided by me to the City of Tukwila is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Tukwila's interests, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Tukwila, in consideration of the review of my employment application, do authorize the City to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have provided on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Tukwila from any liability for future references it may provide regarding my work history at the City.

It is my intention that any copy of this authorization be as effective as the original.

Applicant's signature: _____

Please print name: _____

Today's date: _____



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DRIVING RECORD

Do you have a current Class A
Commercial Drivers License?

☐ Yes

☐ No

State of issue _____

License # _____

PLEASE NOTE:

Infractions or citations will not necessarily remove you from consideration, but the City will consider your driving record and insurability when making employment decisions.

DRIVERS LICENSE REQUIREMENTS

Applicants for positions in which the incumbent is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified under the following circumstances:

Violations: More than two moving violations within the preceding three years; or reckless driving violation within the preceding five years; or driving under the influence (DUI) within the preceding five years.

Accidents: More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea or "guilty" or "nolo contendere".

HISTORY OF INFRACTIONS OR CITATIONS

List any notices of infraction or traffic citations (other than parking tickets) which you have received in the past five years. If more space is needed, please attach additional sheets of paper.

STATE	MONTH/YEAR	TYPE OF INFRACTION

IF SELECTED FOR AN INTERVIEW

Applicants will be **required** to submit a copy of their official driving abstract. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a fee of \$10.00. This fee is at the applicant's own expense.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Applicant's signature: _____

Please print name: _____

Today's date: _____